



**MINUTES OF THE REGULAR BUSINESS MEETING OF THE
CIVIL SERVICE COMMISSION
MARCH 14, 2013**

CALL TO ORDER

The Regular Meeting of the Civil Service Commission was called to order at 5:30 p.m. in the Large Conference Room, Second Floor, National City Civic Center, on Thursday, March 14, 2013.

ROLL CALL

COMMISSION MEMBERS PRESENT:

William Sendt, Chairperson
Raphael Courtney, Vice-Chairperson
Leslie Coyote, Commissioner
Fred Puhn, Commissioner

COMMISSION MEMBERS ABSENT:

None

STAFF PRESENT:

Stacey Stevenson, Director of Administrative Services
Lilia Muñoz, Human Resources Technician

REPRESENTATIVES PRESENT:

Claudia Silva, City Attorney

SALUTE TO THE FLAG

Commissioner Coyote led the pledge of allegiance to the flag.

PUBLIC COMMUNICATIONS

None

APPROVAL OF MINUTES

Regular Meeting of January 10, 2013

Action: Motion made by Courtney, seconded by Coyote, and unanimously carried to approve the regular meeting minutes of January 10, 2013.

REPORTS FOR FILE

Personnel Report Report of Vacancies

Action: No Motion made; however were approved to accept and file the Personnel Report and the Report of Vacancies as presented to the Commission.

UNFINISHED BUSINESS

Election of Officers

Chairperson Sendt asked if there were any applications filed for the current vacancy and if the City Council was going to review and make an appointment in the near future. Director Stacey Stevenson replied that there was one application on file and at the next City Council meeting there was an item on the agenda for appointments on Boards and Commissions. However, unsure if any action would be taken by City Council on filling current vacancy. Discussion ensued.

Action: Motion made by Coyote, seconded by Puhn, and unanimously carried to postpone the election of officers until the next regular meeting.

NEW BUSINESS

Presentation: New Title 16 Boards, Commission and Committees and the Brown Act

City Attorney Claudia Silva provided a presentation to the Commission in regards to New Title 16 Boards, Commission and Committees and the Brown Act.

Discussion: Civil Service Commission Bylaws

Director Stacey Stevenson provided the Commission a summary of the Draft Civil Service Commission Bylaws. She informed them that they were similar to the Planning Commission Bylaws; however recognizing that there are some differences between the two Commissions.

Director Stacey Stevenson answered questions from the Commission. Further discussion ensued on the bylaws.

Action: Motion made by Courtney, seconded by Puhn, and unanimously carried to continue the discussion of the Civil Service Commission Bylaws.

STAFF COMMENTS

HR Director Stacey Stevenson reminded the Commission that their Statement of Economic Interest Form 700 is due in April. She also invited them to Strategic Planning and Preliminary Budget Workshops Special Council Meetings next month. Additional information was provided to the Commission, including the outreach through the League of California Cities in regards to training for the Commission. Although no training information was received she was going to continue monitoring the responses.

COMMISSIONER COMMENTS

Commissioner Coyote informed the Commission that she attended the Read Across America as a volunteer and read to 1st graders at Las Palmas School.

ADJOURNMENT

Action: Motion made by Courtney, seconded by Coyote, and unanimously carried to adjourn the regular meeting at 6:45 p.m., Thursday, March 14, 2013, to the next regular meeting of the Civil Service Commission on Thursday, May 9, 2013, at 5:30 p.m., in the Large Conference Room, Second Floor of the Civic Center, 1243 National City Blvd., National City, CA 91950.



CHAIRPERSON



DATE APPROVED

Special meetings may be called by the Chairperson upon the recommendation of the Personnel Director to consider matters requiring a timely resolution in accordance with the Ralph M. Brown Act per Government Code Section 54950, et. Seq.